



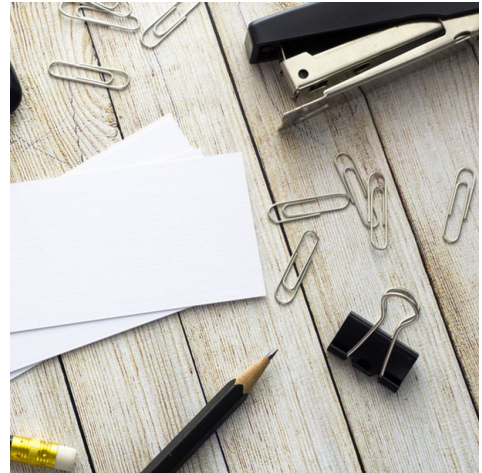
OFFICE EQUIPMENT AND SUPPLIES



Scan to review worksheet

Expemo code:

14CJ-ASCX-H9P



1

Office supplies

Match the words with the pictures.

a calculator
correction fluid

a clipboard
glue

a highlighter
paperclips

a hole punch
rubber bands

a rubber stamp
scotch tape

a stapler
thumb tacks



1. _____



2. _____



3. _____



4. _____



5. _____



6. _____



7. _____



8. _____



9. _____



10. _____



11. _____



12. _____

Which of these things do you use? How often do you use them?





2

Paper

Match the names of the objects with the pictures, then put them into the correct categories below.



1.



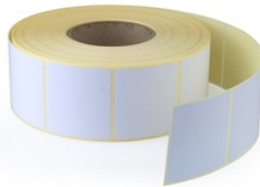
2.



3.



4.



5.



6.

a file/a folder
labels

an envelope
paper

a notepad
post-it notes

1. You use it to send a letter to someone:

2. You take it to a meeting to write on:

3. You print on it:

4. You stick it on your desk if you want to remember something:

5. You use it to store documents:

6. You use it to show what is inside a box:





3

Office equipment

Complete the sentences with the correct words.

water cooler
awards

filing cabinet
coffee machine

shelves
plant

1. Do you want a cold drink? I'm going to the _____.
2. I can't close the top drawer of the _____. There are too many documents in there.
3. You can put your books and files on these _____ here.
4. Our company does a lot of good work. We've received many _____.
5. It's great that we have a _____. I can have a hot drink in the office now.
6. If we get a _____ for the office, we have to remember to give it water.

4

Useful equipment

Work with a partner. Put the pieces of equipment in order from the most useful to the least useful. Compare your answers with other pairs.

